

# Checklist for Safe Vaccine Handling and Storage

Here are the 20 most important things you can do to safeguard your vaccine supply. Are you doing them all? Reviewing this list can help you improve your clinic's vaccine management practices.

Yes	No	
_____	_____	1. We have a designated person in charge of the handling and storage of our vaccines.
_____	_____	2. We have a back-up person in charge of the handling and storage of our vaccines.
_____	_____	3. A vaccine inventory log is maintained that documents:
		_____ Vaccine name and number of doses received
		_____ Date the vaccine was received
		_____ Arrival condition of vaccine
		_____ Vaccine manufacturer and lot number
		_____ Vaccine expiration date
_____	_____	4. Our refrigerator for vaccines is either household-style or commercial-style, NOT dormitory-style. The freezer compartment has a separate exterior door.
_____	_____	5. We do NOT store any food or drink in the refrigerator or freezer.
_____	_____	6. We store vaccines in the middle of the refrigerator or freezer, and NOT in the door.
_____	_____	7. We stock and rotate our vaccine supply so that the newest vaccine of each type (with the longest expiration date) is placed behind the vaccine with the shortest expiration date.
_____	_____	8. We check vaccine expiration dates and we first use those that will expire soonest.
_____	_____	9. We post a sign on the refrigerator door showing which vaccines should be stored in the refrigerator and which should be stored in the freezer.
_____	_____	10. We always keep a thermometer in the refrigerator.
_____	_____	11. The temperature in the refrigerator is maintained at 35–46°F (2–8°C).
_____	_____	12. We keep extra containers of water in the refrigerator to help maintain cold temperatures.
_____	_____	13. We always keep a thermometer in the freezer.
_____	_____	14. The temperature in the freezer is maintained at +5°F (-15°C) or colder.
_____	_____	15. We keep ice packs and other ice-filled containers in the freezer to help maintain cold temperatures.
_____	_____	16. We post a temperature log on the refrigerator door on which we record the refrigerator and freezer temperatures twice a day—first thing in the morning and at clinic closing time—and we know whom to call if the temperature goes out of range.
_____	_____	17. We have a “Do Not Unplug” sign next to the refrigerator’s electrical outlet.
_____	_____	18. In the event of a refrigerator failure, we take the following steps:
		_____ We assure that the vaccines are placed in a location with adequate refrigeration.
		_____ We mark exposed vaccines and separate them from undamaged vaccines.
		_____ We note the refrigerator or freezer temperature and contact the vaccine manufacturer or state health department to determine how to handle the affected vaccines.
		_____ We follow the vaccine manufacturer’s or health department’s instructions as to whether the affected vaccines can be used, and, if so, we mark the vials with the revised expiration date provided by the manufacturer or health department.
_____	_____	19. We have obtained a detailed written policy for general and emergency vaccine management from our local or state health department.
_____	_____	20. If all above answers are “yes,” we are patting ourselves on the back. If not, we have assigned someone to implement needed changes!

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